

25 JUN 1979

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MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for National Foreign Assessment
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, Executive Career Service Board

FROM:
Acting Director of Personnel

SUBJECT : Counseling Cases, FY 1979 Annual Personnel
Plan, Phase II

REFERENCE : Memo for Heads of Career Services fr DDCI
dtd 19 Jun 79, subj: FY 79 APP, Phase II

1. Reference stated the DDCI's desire for a follow-up report on individuals ranked in the low percentile due to poor performance. A format for reporting is attached.

2. Each case listed in the FY 1979 Annual Personnel Plan, Phase II, must be accounted for, with the exception of cases of individuals who are no longer with the Agency. A statement of current performance level must be included in the Current Status column. Ongoing counseling and any further action being contemplated should be included.

3. A complete Career Service report should be submitted to the OP/Personnel Management Evaluation Staff by 3 August 1979.

Attachment

Distribution:

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OP/P&C/PMES/ (20 Jun 79)